

**HKBUAS Wong Kam Fai Secondary & Primary School
Annual School Plan (PS) 2016-2017**

The followings are the main focus of primary section in 2016-2017:

- 1. Optimizing the through-train model**
- 2. Enhancing Self-Directed Learning (SDL)**
- 3. Developing positive values amongst students**
- 4. Fostering empowerment and evaluations in school system**

Area of concern 1: Strengthening Learning and Teaching in order to Meet Student Needs

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
1.1	To enhance the PS-SS interface in terms of curriculum, student development and other learning experiences	To articulate the G5-8 curriculum	<ol style="list-style-type: none"> 1. Develop the G5-8 curriculum (including OLEs) with clear learning objectives and pathways 2. Try out the G5-8 curriculum with further suggestion 	<ol style="list-style-type: none"> 1. Curriculum documented 2. Review of curriculum implementation 	PS-SS Interfacing Committee	Nil
		To establish a fluid PS-SS learning environment	<ol style="list-style-type: none"> 1. 4 overlapping lessons across PS-SS time-table 2. Flexi staff deployment: at least 2 teachers across PS-SS 3. Acceleration programs (PS-SS) for individual students 4. Enrichment activities across PS-SS within KLAs: at least 1 per term at Grades 5-8 	<ol style="list-style-type: none"> 1. Record of the timeslots created 2. Teachers survey 3. Evaluation of acceleration programs 4. Evaluation of the enrichment activities 	PS-SS timetable task force PS-SS Interfacing Committee	Nil
		To improve bridging programs from G6 to G7	<ol style="list-style-type: none"> 1. Develop a clear framework of bridging programs 2. Implement the framework with further suggestions 	<ol style="list-style-type: none"> 1. Framework documented 2. Students survey 	PS-SS Interfacing Committee	Budget for bridging programs
		To organize school-wide learning experience across PS-SS	<ol style="list-style-type: none"> 1. PBL Grades 1 – 9 2. Arts Festival 3. Chinese Cultural Day 4. Winter concert 5. Graduation cum Promotion Ceremony 	<ol style="list-style-type: none"> 1. Evaluation of Activities 2. Evaluation of the PS & SS school plans 	PS-SS Interfacing Committee, SMT	AA, SD, OLE budgets

			6. OLEs & excursions 7. Leadership training			
	To enhance the PS-SS interfacing in terms of curriculum, student development and other learning experiences (Cont'd)	To enhance professional collaboration between PS and SS teachers	1. Establish a specific set of curriculum objectives of Grades 5-8 2. At least 2 KLA-based cross-sectional meetings per term 3. Lesson observations for KLAs and homeroom time	1. G5-8 curriculum objectives 2. Minutes of meeting 3. Lesson observation record	PS-SS Interfacing Committee, subject panels, G6-G7 CTs	Budget for bridging programs
1.2	To enhancing Self-Directed Learning (SDL) amongst students	To strengthen teacher professional development on SDL	1. At least 2 whole PD days on SDL 2. At least 30% teachers joining the individual PD on topics related to SDL 3. Share good practices at staff meeting & PD day	1. PD events evaluation 2. PD hours recorded 3. Sharing sessions among teachers	POS	Budget for teacher training
		To implement SDL in all KLAs	1. Implement SDL in classroom practices 2. Support SDL through eLearning 3. Review and consolidate PBL 4. Further promote reading and research skills 5. Develop learning habits (eg. goal-setting, self-evaluation, piloting e-portfolio with metacognition)	1. QCM record 2. Subject evaluation report 3. PBL curriculum plan and evaluation report 4. Reading evaluation report 5. Collection and analysis of learning habits exemplars and portfolios	All KLA Coordinators, class teachers	AA and KLA budgets
		To orchestrate the efforts in academic affair (AA), student development (SD) and other learning experiences (OLE)	1. Facilitate collaboration amongst AA, SD and OLEs for the theme of SLD 2. Co-relate the themes <i>SLD</i> and <i>Respect</i> (the part of respect myself)	1. Annual plan and year-end evaluation of AA, SD and OLE Committees	PSOC	Nil

Area of Concern 2: Fostering Students’ Whole-Person Development in order to Build Positive School Culture

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
2.1	To cultivate a respectful school environment (School annual theme: “Respect”)	Adopt a whole-school approach to cultivate respectful culture	<ol style="list-style-type: none"> 1. All teams are involved in planning strategies of cultivating respectful culture in school 2. All teachers help advocate respectful culture in school 3. All students have reflection on the school year theme about “Respect” 	<ol style="list-style-type: none"> 1. Team planning document and evaluation report 2. Teachers survey 3. Students’ work 	All teachers	SD budget
		Consolidate Life Education curriculum and Moral & Civic Education	<ol style="list-style-type: none"> 1. Infuse the elements of “respect” into existing Life Ed curriculum 2. >70% teachers agree that Moral & Civic Education programs has helped developed a respectful school culture 	<ol style="list-style-type: none"> 1. Evaluation of Life Education Curriculum 2. Teachers survey 	Moral & Civic Education Team	SD budget
		Enrich Guidance program in alignment with the annual theme	<ol style="list-style-type: none"> 1. >70% teachers agree that Guidance Programs has helped develop a respectful school culture 	<ol style="list-style-type: none"> 1. Evaluation of Guidance programs 2. Teachers survey 	Guidance Team	SD budget
		Provide experiential and service learning opportunities to enhance students’ concern and care within school and to the community	<ol style="list-style-type: none"> 1. All G5 – G6 students join at least one community service 2. >70% students agree that they learnt more about the needs of different people in the community after the service 3. OLEs (excursions and local activities) advocate respect for different cultures 4. >30% of G4 – G6 students join service or leadership teams 	<ol style="list-style-type: none"> 1. Service Record 2. Students survey 3. Record of student service and leadership team 4. Annual plan of excursions 5. Evaluation of the excursion showcase 	Student Advancement Support Team, Guidance Team, Moral and Civic Education Team, OLE Team	SD budget, Support from BGCA, OLE & scholarship

		Share with parents on parenting skills to foster children's personal development	<ol style="list-style-type: none"> 1. At least 2 talks/ workshops about parenting skills / how to foster their children's personal development 	<ol style="list-style-type: none"> 1. Program evaluation 2. Focus group interview 	Home-School Liaison and PTA	SD budget, PTA
		Reinforce appropriate behavior with reference to rules and expectations	<ol style="list-style-type: none"> 1. >80% teachers agree that they are consistent and uphold about rules, discipline and expectations 2. >10% decrease in misbehavior cases 	<ol style="list-style-type: none"> 1. Teachers survey 2. Statistics of misbehavior & late homework records 	Student Management and Support Team	SD budget
2.2	To foster positive class culture	Reinforce and give support to Class Teachers to strengthen class spirit and relationship building	<ol style="list-style-type: none"> 1. At least 2 whole school (inter-class) activities, in addition to class-based activities, are organized 2. >80% class teachers agree that the activities organized helped foster class spirit 3. >90% students love to go to school 	<ol style="list-style-type: none"> 1. Activity Plan 2. Teachers survey 3. APASO 	Student Development Committee	SD budget
		Promote culture of appreciation within the class	<ol style="list-style-type: none"> 1. All classes adopted class-based appreciation scheme or measures 2. >70% teachers agree that the scheme or measures are effective in promoting culture of appreciation 	<ol style="list-style-type: none"> 1. Record of appreciation scheme or measures 2. Teachers survey 	Grade Heads, Class Teachers	SD budget
		Create different platform to facilitate communication among teachers for positive class culture building	<ol style="list-style-type: none"> 1. Establish Grade Head system to enhance communication 2. Grade class teachers meeting are arranged at least once a month 3. Facilitate school-wide sharing amongst teachers 	<ol style="list-style-type: none"> 1. Meeting record 2. Teachers survey 	Student Development Committee	NIL
2.3	To unleash the potentials of our students	Strengthen the leadership training programs	<ol style="list-style-type: none"> 1. Formulate a systematic leadership training program 2. >10% of students are involved in systematic 	<ol style="list-style-type: none"> 1. Evaluation of the scheme 2. Students survey 3. Focus group 	Student Advancement Support Team	SD budget

			<p>leadership training</p> <p>3. >80% of students joining the leadership programs enhance/improve their leadership skills and attitudes</p>	interview		
		Develop the sense of global citizenship	<p>1. Organize fund-raising activities</p> <p>2. Align excursion of OLEs with PBL</p>	<p>1. Parents survey</p> <p>2. Students survey</p> <p>3. Evaluation of the Showcase</p>	OLE Committee, Academic Affairs Committee	SD budget OLE budget
		Nourish an orientation of responsibility and service	<p>1. Students contribute and organize school activities</p> <p>2. Students make proposal for school improvement</p>	<p>1. Student record of organizing activities</p> <p>2. Students survey</p> <p>3. Parents survey</p>	Student Development Committee	SD budget

Area of Concern 3: Optimizing Management and Administrative Systems and Practices

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
3.1	To increase transparency and participation in policy-making	To continue the practice of having teacher representatives in management meetings	<ol style="list-style-type: none"> 1. Teacher presentative(s) satisfied with the participation in top-level meetings, eg. IMC 2. 70% teachers satisfied with the practice of having teacher presentative(s) participating in management meetings, eg PSOC 	1. Teachers survey	Head of PS, PSOC	Nil
		To strengthen consultation with teachers on major policy changes	<ol style="list-style-type: none"> 1. 70% teachers agree with the change of strengthening consultation with teachers on major policy changes 	1. Teachers survey	Head of PS, PSOC	Ni
		Head meeting with senior management regularly to discuss school development	<ol style="list-style-type: none"> 1. PSOC at least once a fortnight 2. Discussed issues shared in SMT, staff meetings and other channels to all staff 	1. Teachers survey	Head of PS, PSOC	Nil
3.2	To further develop the school's continuous evaluation system	To ensure effective use of appraisal data for professional development	<ol style="list-style-type: none"> 1. Development plan for some teachers with specific PD needs based on the past appraisal record or concerns 2. Concrete measures suggested for improvement in appraisal system if necessary 	1. Regular meeting for the progress of development plan and its record	Head of PS, designated teachers, POS	Budget for teacher training
		To further optimize the arrangements for lesson observation (formal and peer) and assignment inspection	<ol style="list-style-type: none"> 1. Fine-tune the existing peer observation with clearer objectives and expectations 2. 70% teachers satisfied with the arrangements for lesson observation and assignment inspection 	<ol style="list-style-type: none"> 1. Record of peer observation 2. Record of appraisal 3. Teachers survey 	POS	Nil

		To develop guidelines for handling school complaints	1. Set up a joint PS-SS task force to draft the Guidelines for handling school complaints	1. Completion of the guideline by January 2017	Task force of guidelines for handling school complaints	Nil
	To further develop the school's continuous evaluation system (Cont'd)	To institutionalize an evaluation mechanism for school review and planning	<ol style="list-style-type: none"> 1. Ensure the alignment of annual plan and evaluation (annual reporting) 2. The new proposal should reflect previous evaluation and suggestions 3. Stakeholder surveys should be conducted and analyzed. The results should be shared with stakeholders. 	<ol style="list-style-type: none"> 1. Annual plan 2. Annual report 3. New proposal 4. Stakeholders survey 	Deputy Head	Nil

Area of Concern 4: Enhancing Teachers' Professional Growth and Commitment

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
4.1	To cultivate a culture of trust and empowerment	To review delegation of authority and responsibility of each team	<ol style="list-style-type: none"> 1. Every committee and task force should have a set of well-defined objectives and specific functions 2. 70% teachers satisfied with delegation of authority 	<ol style="list-style-type: none"> 1. Documentation 2. Teachers survey 	Head	Nil
		To organize retreat for senior-middle management	<ol style="list-style-type: none"> 1. 70% teachers satisfied with the arrangement and agreed that can reinforce/ develop their strengths for school duties 	<ol style="list-style-type: none"> 1. Teachers survey 	POS Social Welfare Team	Budget for PD, teacher voluntary fund
		To organize social gatherings for teacher for team building				
4.2	To enhance recognition and appreciation of teachers' contributions	To show more recognition and appreciation through formal and informal channels	<ol style="list-style-type: none"> 1. 15-minute teacher sharing of good practices at each staff meeting 2. Each subject team has at least 2 internal sharing sessions of good practices within department 	<ol style="list-style-type: none"> 1. Record of the sharing sessions 2. Minute of Subject meeting 	POS, KLA Coordinators	Nil
4.3	To seek more PD opportunities for teachers locally and internationally	To encourage teachers to attend PD events and share experience inside and outside A-School	<ol style="list-style-type: none"> 1. 10% PD hours record rise from 2015-2016 to 2016-2017 2. At least 1 overseas PD with sharing afterwards 	<ol style="list-style-type: none"> 1. PD records 2. Sharing sessions 	POS	Budget for PD
		To nominate teachers for local/ overseas educational conferences and study tour				